



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ELECTION PROCESSING SUPERVISOR

Class No. 003021

■ CLASSIFICATION PURPOSE

To plan, coordinate, and supervise the day-to-day operations of sections within the Precinct Services, Voter Services or Election Services Divisions.

■ DISTINGUISHING CHARACTERISTICS

This class is found in the office of Registrar of Voters. Incumbents organize, direct and supervise the activities of sections within the Precinct Services, Voters Services or Election Services Divisions; plan, schedule and coordinate activities related to voter records and registration, precincts and polls, poll worker training, election equipment and warehouse, absentee voting, and campaign services; provide lead work in special projects and assignments; provide interpretations and ensure proper implementation of Federal, State and local laws regulating elections. This class differs from the next higher class, Chief Deputy, in that the Chief Deputy is primarily responsible for the management of one division within the department, whereas the Election Processing Supervisor oversees and supervises the daily operations and activities of one section within a division.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plan, schedule, organize, direct, and supervise activities for one of the following programs or activities:
 - Voter Registration including voter records and information, maintenance of the voter file and verification of signatures for initiative, referendum and nomination petitions.
 - Absentee Voters including record maintenance, mailing of absentee ballots, signature verification of voted ballots, and voter outreach
 - Public Information and Campaign Services including registration and elections information and campaign disclosure; Sample Ballot preparation and printing.
 - Precincts and Poll Facilities using GIS software to maintain precinct structure; recruit, survey, retain and assign poll sites to election precincts and collection centers.
 - Poll Worker Recruitment including recruitment of bi-lingual poll workers, student poll workers, and county poll workers; and poll worker payroll and record maintenance.
 - Poll Worker Training including election day troubleshooter training; training sites and classes; and Poll Worker Guide.
 - Election support and warehouse activities including storage, repair, inventory, and delivery of election supplies, ballots, and voting equipment to polling sites.
2. Develops and implements new processes and procedures and on-going process improvements.
3. Exercises independent judgment in resolving section problems.
4. Provides input to higher-level management in resolving divisional or departmental problems.
5. Collects, analyzes and interprets statistical data.
6. Prepares budget, data processing, and staffing needs for the section
7. Handles difficult correspondence and contact with the public.
8. Trains, supervises and evaluates the work of subordinate staff members.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- California Elections Code and all other laws and regulations pertinent to election rules and procedures.
- Processes and procedures related to the administration of elections.
- Principles and practice of training and supervision.
- County customer service objectives and strategies.

Skills and Abilities to:

- Read, interpret, and explain to others, in written and oral communication, election laws, policies, and procedures.
- Schedule, assign, and review the work of subordinate personnel.
- Coordinate day-to-day administrative functions and duties.
- Compile, compute, and summarize data related to election operations.
- Forecast and analyze staff and budget needs and make recommendations to the Division Chief.
- Effectively communicate orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are: three years of supervisory experience including two years of supervisory experience in an Elections Office in the state of California; or an AA degree in public or business administration or a related field and one year of supervisory experience in an Elections.

Note: Qualifying supervisory experience is accomplishing work through permanent or temporary full time, part-time, season employees or volunteers.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Incumbents in this class may occasionally work long workdays and weekends. Leaves of absence may be restricted during election cycles.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: August 5, 1966
Revised: May 8, 1990
Reviewed: Spring 2004
Revised: August 23, 2005

Election Processing Supervisor (Class No. 003021)

Union Code: MM

Variable Entry: Y